

# Department of Energy Office of Science

## Quick Guide



## Microsoft® Outlook™ 2002 Office XP

This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability.

This guide is intended for experienced Outlook users.

### New Features

- **Color Appointments.** You can color individual and recurring appointments with one of 10 predefined colors. Each color has an associated label, so you can organize your appointments according to the labels.
- **Multiple reminders in a single dialog box with Dismiss All button.** If multiple reminders occur at the same time, Microsoft Outlook combines them into one dialog box. This reduces clutter. You can dismiss reminders individually, or all at once with the **Dismiss All** button.
- **Multi-selection.** You can select noncontiguous areas of a document, which makes it easy to format text in different places. You can also use the find feature to select and format similar text.
- **Automatically complete e-mail addresses as you type.** As you start typing e-mail address into the **To**, **cc**, or **Bcc** boxes of a message, Microsoft Outlook offers a list of names that match what you've typed so far. To use this feature you must have already sent a message to the address.
- **"Friendly" names display instead of e-mail addresses.** Contacts now include a **Display As** field for e-mail names. When you compose a message, the name you type in the **Display As** box appears in the **To** field instead of the actual e-mail address.
- **AutoCorrect.** Automatically detect and correct typos, misspelled words, and incorrect capitalization, even when you're not using Word as your e-mail editor.
- **Extra line breaks are automatically removed in messages.** Sometimes plain text messages are delivered with extra line breaks that make the message difficult to read. Outlook automatically removes the extra line breaks so it's easier to read the message.
- **AutoArchive properties set for all folders at once.** Folders automatically use the default or

"global" AutoArchive settings so you don't have to specify settings for each folder individually. If the global settings change, they automatically apply to any folder using the default settings. Outlook 2002 will preserve your settings when you upgrade.

- **Mailbox Cleanup.** This feature will help you manage the size of your mailbox to improve the overall performance of Outlook. You can view the total size of your mailbox and of individual folders within it, and you can find items that are larger than a certain size or older than a certain date. You can archive these files from within the Mailbox Cleanup.
- **Counter Proposals for alternative meeting times.** If allowed by the meeting organizer, invitees can offer an alternate meeting time.
- **Group Schedules.** View the schedules of multiple people or resources on a single calendar. The calendar contains a detailed graph of when each user is free and busy and also shows details of their appointments. When you rest the mouse pointer over an appointment, the details of that appointment are visible. This function is only available if you have the correct access rights.
- **Ask A Question.** Users can now ask a question without launching the Answer Wizard or the Office Assistant. Type a question into the **Ask Question** box in the upper right corner of the application.

### Improved Features

- **Preview Pane Enhancements.** Within the preview pane, you can now open attachments, follow a hyperlink, respond to meeting requests, and display properties of an e-mail address.
- **Find Bar.** The **Find** pane is replaced with a stream lined **Find Bar** that offers features previously available only with **Advanced Find**.

- **Block against viruses in e-mail attachments.** By default, Outlook now blocks attachment files (such as .bat, .exe, .vbs, and .js) that can contain viruses. If one of these files is sent to you via an attachment you will not be able to access the file. Your **Inbox** will display the paperclip icon in the **Attachment** column to let you know that the message has an attachment, and you will see a list of blocked attachment files in the **Information Bar** at the top of your message.
- **Office Clipboard.** The new clipboard allows users to store up to 24 items across the various Office components.
- **Office Assistant.** The Office Assistant is now hidden by default. It will only become active if the Help screen is activated.

### Helpful Tips

#### See a Group's Schedule at a Glance.

1. Click **Calendar** on the Folder List or in the **Outlook Shortcuts** bar.
2. Click **Schedules** in the **Advanced** toolbar.
3. In the Group Schedules dialog box, click **New**.
4. Type a name for the new group schedule and then click **OK**.
5. In the dialog box that appears, click the **Add Others** button, and then click either **Add from Address Book** or **Add Public Folder**.
6. Select the names or the public folder, and then click **Save and Close**.

#### Display Nonconsecutive Dates in Outlook Calendar:

1. On the right side of the window in the **Date Navigator** (the small calendar that displays the current month), click the first date you want to view.

2. While holding down the **CTRL** key click any other dates you want to view. You can display up to 14 nonconsecutive days.

#### Save Multiple Attachments Simultaneously.

1. Click **Save Attachments** on the **File** menu.
2. When the **Save All Attachments** dialog box opens, click **OK**.
3. Then select the folder where you want to save the files, and click **OK**.

#### Format Copied Text

1. Select and copy the text from the source document.
2. Within the destination document create a blank paragraph with the formatting you wish to apply.
3. On the **Edit** menu, click **Paste Special**, click **Unformatted Text**, and then click **OK**.

#### Handy Shortcuts for Calendar Viewing

- **ALT + Minus Sign** will display the current week.
- **ALT + Equal Sign** will display the current month.
- **ALT + Numbers 1-10** will display that many number of days in your outlook calendar.

#### Reduce Space-Stealing Files.

1. On the **Tools** menu, click **Advanced Find**, and then click the **More Choices** tab.
2. In the **Look for** box, click **Messages**.
3. In the **Size** list, click **greater than**, and then type a number such as 500 (this means that you are searching for files larger than or equal too 500 Kilobytes).
4. Select the remaining search options you want, and then click **Find Now**.

#### Color-Code Your Calendar

1. Click **Calendar**.
2. Right-click an appointment or meeting, point to **Label** on the shortcut menu and then click a color-coded label in the list.

You can also customize the labels to make organizing your calendar easier.

#### For more helpful Office tips please visit:

<http://office.microsoft.com/assistance/offhelp/offxp/outlook/olmain10/html/olwhatsnewhome.htm>

**For additional help, call SC Support Center  
☎301-903-5313**

